

## MINUTES

FOR THE FORTY FIRST ANNUAL GENERAL MEETING  
OF THE GUILD THEATRE LIMITED TO BE HELD  
at ROCKDALE on MONDAY 30<sup>TH</sup> NOVEMBER, 2020 at 7.30PM

Chairperson to declare the meeting open – Time: 7:37pm

### ATTENDEES:

Members present to sign the Attendance Sheet. Attendance sheet to be attached to the Minutes  
Zoom roll call recorded and to be attached to the minutes

### APOLOGIES:

Received prior to meeting. To be attached to the minutes.  
Proxies to hand. Colin Bishop in favour of President

**MINUTES OF THE PREVIOUS AGM** to be read and confirmed as a true copy.

Moved: Greg Kenyon  
Seconded: Sally Mason

### BUSINESS ARISING FROM THE MINUTES:

On Line Booking – training

- We conducted training for FOH for online bookings earlier in 2020.

Road Show

- Due to Covid-19 no public shows have been done, but the team did do a members' night performance.
- Looking to be 'back on the road' in 2021. Brian will contact venues to ascertain interest levels from previous hosts.
- Brian will also be leaving the Roadshow Team during 2021 and we will thus need a new member to assist in coordination.
- Greg offered thanks and commendation to Brian for his years of service to this team and effort from the Guild.

Play Reading Nights

- 8 readings during 2020 with an average of 9 people per session which is second best since 2017.
- First time for a November reading and also Zoom has been an excellent mode for undertaking these gatherings.
- December reading will be on 8<sup>th</sup> December. February will be the 4<sup>th</sup> anniversary of play readings.
- Brian thanked everyone who has given this support.
- Question around ongoing zoom gatherings – still to be decided. Suggestion from Greg that it be continued until March / April and then reassessed.

DDP Progress

- Thanks given to the sub-committee along with Nathan, Lyn & Jennifer. There has been much good work.
- Eloise is directing a short piece for the Christmas party followed by Angelo, Chad & Haki at the members' nights for 2021.

### CORRESPONDENCE:

Apologies and Proxies as recorded – Colin Bishop sent Proxy in favour of the President.  
No other AGM correspondence received

### PRESIDENT'S ADDRESS:

Copy of President address to be attached to the Minutes;

- Add that Lyn Lee is also working on the Workshops Development Group

### TREASURER'S REPORT:

Copy of Treasurer's Report, Production and Financial Report for 2019 / 2020 Financial Year to be attached to the Minutes

- Total in bank is roughly \$200,000 overall
- Jennifer asked about:
  - o Production costs errors in the single sheet of productions.

- Some costs ought to have been allocated to other areas.
- The updated sheet will be provided.
- Promotion expenses were undertaken and recorded for Sufficient Carbohydrate
- Why are we investing in the Stock Market? Over the years the committee have always been quite conservative
  - Response: Over time we have done Term Deposits. However, they are now only giving .06% rather than what is usual 5 -10%. Should we do something else?
  - Thus, we decided to put 5% (\$5,000) into an exchange traded funds (Vanguard Australian Securities). It is more volatile, but the numbers are stacking up better than term deposits. These are 'aggregated products' which track the market as a whole.
  - The other \$35,000 into government backed bonds. However, with Covid-19, we decided to hold off and wait to see how things were going with cash flow.
- Suggestion that all decisions ought to be placed into the newsletter
  - Yes, the committee is happy to place a 'Committee Corner' into the newsletter.
- Audit Report shows only 3 office bearers as Directors, ought this not be the whole committee.
  - Advice by Bradfield's (our accountants) that there need only be the 3 people as listed in our Articles of Association.
  - Motion will be moved by Jennifer Gilchrist regarding this point in General Business.

The reports of the Directors and the Auditor for the year ended 30<sup>th</sup> June 2020 and the annual accounts and balance sheet as presented to the meeting be received.

*Proposed by: Chairperson – President Greg Kenyon*

*Seconded by: Allannah Jarman*

Being no objections, the motion is carried.

## ELECTION OF OFFICERS

All Committee positions were declared vacant; meeting handed over to new Chair for the election of Officers  
Thank you to the outgoing Committee. Other acknowledgements.

Lyn Lee was invited to chair the Election of Officers..

Positions to be filled:

### Office Bearers:

President      Nominations received: Greg Kenyon  
Treasurer      Nominations received: David Pointon  
Secretary      Nominations received: Anne McMaster

Elected unopposed: Greg Kenyon  
Elected unopposed: David Pointon  
Elected unopposed: Anne McMaster

### Other Committee positions:

Assistant Secretary      Nominations received: Darren McDowell  
Publicity Officer      Nominations received: Nathan Farrow  
Theatre Manager      Nominations received: Susan Stapleton  
Liaison Officer      Nominations received: Lee Wright  
Asset Manager      Nominations received: Pauline Randall

Elected unopposed: Darren McDowell  
Elected unopposed: Nathan Farrow  
Elected unopposed: Susan Stapleton  
Elected unopposed: Lee Wright  
Elected unopposed: Pauline Randall

Welcome new Committee members.

President, Treasurer and Secretary are the key Office Bearers and Account operators.

Accounts to be operated by two signatures at all times.

### Confirmation of non-committee roles:

Wardrobe / Props Coordinator – Asset Manager to confirm

Wood Room / Storage Coordinator – Asset Manager to confirm,

Publicity Sub Committee – Publicity Manager to confirm,

Catering Sub Committee –, Peggy still happy to coordinate but needs some new support and discussion re Covid regulation

Play Reading Subcommittee – Brian & Pauline

Road Show Subcommittee – Brian has decided to step away and has called for members to offer to take over

COMPANY AUDITOR: Confirm continuation of Auditing Company Bradfield Partners as Guild Auditors

- Motion by Greg Kenyon; Seconded: Chris Searle
- All in favour and being no dissent motion carried.

STRATEGIC PLAN – to provide members with an update on progress

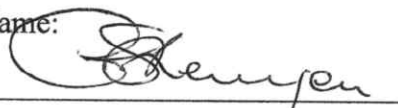
- Much work being done across Workshops, DDP, Publicity and Member engagement. Greg's report gave most of the information on this matter.

**GENERAL BUSINESS:**

- 2021 Re-opening & Covid-19
  - Planning to reopen in February 2021 and we have all the regulatory requirements in place. This will be distributed to members ASAP
  - We can currently take up to 50 people, but this may increase to 100% capacity by end of December. Covid-Safe numbers for us is 50 people. At this point we are not asking people to wear masks.
- Booking Office
  - Paul Morrison is working with us on developing the seating plan and Trybooking system.
  - Booking number is going to be changed to the theatre number which can then divert to the nominated booking number, when determined.
  - We will still need some support from members to get the phone booking up and running.
  - We do have a NSW Services QR Code. However, this will mean patrons who wish to use it must have the app on their phone. It cannot be used by others.
  - We'll use all bases for registering including being checked off the seating plan / list. We're also doing a temperature check.
  - We will need to send members all this information before the roster can be done for Crown Matrimonial.
- Any other business
  - The meeting acknowledged the life and service of Jim Searle to the Guild
  - Motion to members put by Jennifer Gilchrist:
    - "To seek legal advice on the articles of association regarding the position of the president, treasurer and secretary as the only directors of the Guild, especially in relation to the remaining committee members"
      - Moved by Jennifer
      - Seconded by Leona
    - David was asked: Why did previous auditors not make this determination on our articles of association and Bradfield has?
      - Response from David: Unsure, but our articles do indicate that the office bearers are the directors.
    - Peggy noted that only the office bearers are required to be listed.
  - Jennifer thanked the committee for all they've done during 2020.

CLOSE THE MEETING – 21:38

Name:

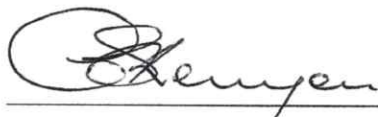
  
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GREG KENYON.

Outgoing President

Date:

15/12/20

  
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GREG KENYON.

Incoming President

Date:

16/12/20.